

1st Battalion, 25th Marines Weekly Staff Notes

Weekly Priorities

- FSMAO out brief/CAP development
- ICCE leveling/October preparation
- CIP way ahead

Enduring Priorities (no change)

- Readiness (LOE 1)
- COMRELS (LOE 2)

S1

I-I STAFF ACCOUNTABILITY:

O/H: 82 (MO-9/ME-68/NO-0/NE-5)

A CO: MO-1/ME-8/NO-0/NE-1/TTL-10

B CO: MO-1/ME-8/NO-0/NE-1/TTL-10

C CO: MO-1/ME-8/NO-0/NE-1/TTL-10

H&S/WPNS: MO-5/ME-38/NO-0/NE-2/TTL-45

UDP 20.1 RBE - OTHER LOCATIONS:

O/H: 1 (MO-1/ME-0/NO-0/NE-0)

C CO: (b)(6) C CO, BUFFALO, NY UNTIL 20200930

SIAS TTL: 3 (MO-1/ME-3) SF

<u>NAME</u>	<u>EAS/ECC</u>	<u>TRS</u>	<u>SHPE</u>	<u>COMMENTS</u>
(b)(6)	20 FEB 2021	N/A	N/A	ON MEDHOLD ORDERS EXTENDED
	16 OCT 2020	DONE	DONE	ON MEDHOLD ORDERS EXTENDED
	11 OCT 2020	DONE	DONE	ON MEDHOLD ORDERS

General Administrative Notes:

- (3) CLA packages from C Co is at Division level pending review;
- (2) CLA package from H&S is with Battalion pending review.
- Utilize the new COVID screener for pre-drill confirmation.

S2

- **Foreign Travel**
 - Review electronic Foreign Clearance Guide
 - Ensure ISOPREP is up to date
 - JKO – SERE 100.2 Level A (good for three years)
 - Marinenet AT Level 1 (good for one year)
 - AOR specific brief
 - Register in the Smart Traveler Enrollment Program
 - Complete Travel Tracker/Individual AT plan
 - Complete APACS request
 - Apacs.milcloud.mil/apacs/login.jsp.
 - Submit in MARFORRES Protection Division Travel Tracker
- **Notes**
 - Need to pull security clearance roster

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90 Day Outlook

1st Battalion, 25th Marines Weekly Staff Notes

Date	Event	Remarks
22 September	RADCON inventory submission due	
22-24 September	Regimental Ops Chief's Summit	
23 September	FSMAO Out Brief	0900
23 September	FY 21 Back-brief to the Regimental Commander	1730
25 September	Security Manager Course/Aide-de-camp noms due	
29 September	Protection Division Inspection — Fort Devens	Virtual
29 Sept	AD FPC slides due	
30 September	DRRS/Sitrep inputs due	
1 October	DRRS WG	
1 October	Mobilization of 2x SMCR Marines	
6 October	Monthly sitrep due to Regiment	
6 October	Pre-drill conference call	1930 EST on SMCR Con line
9 October	DRRS/MC due to Regiment	
10-12 October	Columbus Day	72
17-18 October	Oct DWE	Homesite/HTC
17/18 October	RS Boston site visit	Talk Officer opportunities
17 October	A/B Co CoC	
18 October	Wpns CoC	
26 October	COMSEC inspection	Fort Devens
26-30 October	UAS Fly Day	Fort Devens (South Post)
3 November	Monthly sitrep due to Regiment	
7 November	Nov DWE/cake cutting	HTC's
8 November	DRRS-MC due to Regiment	
10-12 November	Veteran's Day	72 in the middle of the week
26-29 November	Thanksgiving Holiday	96
4-6 December	Dec DWE	Various sites/LF
24-27 December	Christmas 96	
31 Dec – 3 Jan	New Year's Holiday	

- Upcoming inspections
 - FSMAO (all sites) – 14-25 September – Virtual
 - ~~PD Inspection (Bn) – 29 September – Virtual~~
 - COMSEC (Bn) – October 26 – 28
 - **Intel link will be the new location for all CIP documents**
 - **Quarterly inspections are dropped in their folders**
 - **FA products/documents/turnover binders separate folders**
- Currently Attending School:
 - (1) 92 Day Reservists currently attending: Waiting to pick up Admin Specialist School.
 - CMC course - Quantico - 12-27 Sept
 - (b)(6) – Wpns Co
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- Up-coming schools (PME)
 - 1stSgt Course (30 Nov - 11 Dec 2020)
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 - (b)(6)
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1st Battalion, 25th Marines Weekly Staff Notes

- (b)(6)
 - Reserve Advanced Infantry Training
 - 21-13 Mar – Division Pre-Sniper, Quantico, VA
 - 26 Apr – 9 July, Scout Sniper Course, Quantico, VA
 - 13-26 June – Reserve FDCC, SOI-E
 - 11-23 July – Reserve ISLC, SOI-E
- Pending LOI/Confirmation briefs/AARs/SOP
 - December FragO – Draft
 - October's FragO – Draft
 - November's FragO - Draft
 - Training SOP - Draft
 - MCTIMS SOP - Draft
 - Information Management SOP - Draft
 - Schools SOP - Draft
- General notes/Guidance
 - OPSEC: Remaining complete Oct DWE DOD required classes (4 of them), enter into MCTIMS.
 - Security Manager onsite training – Need feedback COB Friday
 - Aide de Camp nominations due COB Friday
 - Potentially request a modified Veteran's day holiday period due to the DWE + Comp day
 - SGLI, admin audits, and ePHAs FORAC during October DWE.

S-4

- Supply
 - FSMAO: Out-Brief, 23 Sept, 0900, Battalion Conference Room
 - Begin compiling CAP Inputs
 - Sept MSI complete and Results Letter submitted to Bn Supply; route for I&I Endorsement NLT 25 Sept.
 - Oct MSI: Nominations submitted, will be issued 1 October
- ICCE: compiling data.
 - Redistribution of PEI among companies
 - Tasks & Coordinating Instructions for day of Issue
 - Refining IMR card to streamline issuing process
- Extreme Cold Weather (ECW) Gear – receipt for 25 pallets, issue to (b)(6) (H&S/WPNS ECW RO)
- Personnel Shortfall: SGT TORRES outbound, Terminal Leave/EAS 26 Oct
- ~~EOP Phase III: complete~~
- ~~Semi Annual RADCON Inventory: submitted, complete~~
- ~~sUAS Inventory: submitted, complete~~
- Logistics
 - Oct DWE Billeting: soliciting Company 1stSgt's feedback billeting requirement. Final requests due to Battalion 30 September
 - Processing December DWE TSR's. No concerns at this time.

S6

- FSMAO prep
- COMSEC inspection prep

Medical

- Injury Management Program
- CPO Evals
- October DWE Prep
- RHRP Prep
- MDR Gap Coverage at Alpha Co

Career Planner

- Currently working FY21 packages
- Looking for MOTIVATED Cpls for the 100 pt Composite score incentive